LG904 Admission Sales/Bingo Paper   **Complete in ink**

Organization					License/premises permit number	

Occasion and Sales Information

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
Description	Control No. from LG900, LG901, LG902, or LG930	Number out	Number returned	Number sold Col. 3 - Col. 4	Selling price	Gross receipts [admission sales] Col. 5 x Col. 6

LG905 Admission Sales Summary/Bingo Paper   **Complete in ink**

Occasion and Sales Information

1. a. Cash count from admission sales [no floor sales]   a. _____
    b. Amount of prizes paid by cash from admission sales   b. _____
    c. Total of 1a and 1b   1. _____

2. Amount of start-up cash bank   2. _____

3. Line 1 minus line 2 [cash from admission sales for occasion]   3. _____

4. a. Enter total of column 7 of all LG904's for the occasion a. $_____
    b. Cash received from gift certificate sales, if any   b. $_____
    c. Total of 4a and 4b.
       Also enter this amount on line 1 of the LG909.   4. _____

5. Total dollar value of coupons and gift certificates redeemed
        Quantity _____ x $_____ = $_____
        Quantity _____ x $_____ = $_____
        Quantity _____ x $_____ = $_____
    Enter **Total** on line 5
    Also enter the amount on line 2 of the LG909.   5. _____

6. Line 4 minus Line 5 [net receipts from admission sales]   6. _____

7. Line 3 minus line 6 [cash long or <short>]   7. _____

Preparer's Information

To the best of my knowledge, I declare that this information is accurate and complete.

Preparer's signature, **in ink**   **Date**

Bingo Paper - LG904 Admission Sales and LG905 Admission Sales Summary: Instructions

Organizations with admission sales must complete, in ink, the LG904 and LG905 form for every bingo occasion.

- A separate LG904 must be completed by each employee selling bingo paper sheets, packets, or packages in admission sales.

- Information from all LG904's for the occasion is transferred to one LG905 and verified by the preparer.

LG904 OCCASION AND SALES INFORMATION	LG905 OCCASION AND SALES SUMMARY INFORMATION

LG904 OCCASION AND SALES INFORMATION

Enter the occasion date, time, and starting cash available for admission sales.

Column 1
Provide a brief description including whether the product is a sheet, packet, package, linked bingo paper, or an electronic bingo device package. This may also include the color and the number of "ON'S" and "UP'S."

Column 2
Enter the control number from the LG900, LG901, LG902, and/or LG930.

Column 3
Enter the actual number of packages and/or sheets removed from inventory for this employee/point of sale. Use a separate line for each different electronic bingo device package sold.

Column 4
Count the number of sheets, packets, and/or packages returned to inventory and enter the amount in column 4.

Column 5
Subtract column 4 from column 3 (amount of sheets, packets, or packages sold).

Column 6
Enter the selling price from the LG900 and/or LG901 for single sheets and packets, the selling price from the LG902 for packages, or the selling price from LG930 for linked bingo paper. Enter the price for each electronic bingo device package.

Column 7
Enter the total dollar sales of the sheets, packets, or packages being sold (column 5 times column 6 equals column 7).

The total of column 7 is carried forward to line 4 of the LG905.

SELLER'S INFORMATION
The person completing this form must enter the total and **sign it in ink.**

LG905 OCCASION AND SALES SUMMARY INFORMATION

Line 1
At the end of the occasion:
a. Count the cash in the admission sales drawer (include the start-up cash bank but do not include any floor sales).
b. Enter the amount of prizes paid by cash from the admission sales drawer (including the start-up cash bank).
c. Add lines a and b and enter the total.

Line 2
Enter the amount of the starting cash bank.

Line 3
 Subtract line 2 from line 1 and enter this amount on line 3.

Line 4
a. Enter the totals from column 7 of all LG904's completed for the occasion.
b. Enter the total cash received from the sale of gift certificates.
c. Total of 4a and 4b. This amount is also entered on line 1 of the LG909.

Line 5
Enter the total dollar value of all coupons and gift certificates redeemed.
This amount is also entered on line 2 of the LG909.
    NOTE: Keep all coupons and gift certificates to verify the amount reported on
    line 5.

Line 6
Subtract line 5 from line 4 and enter amount on line 6.

Line 7
Subtract line 6 from line 3 to determine the amount of cash long or <short> and enter on line 7.

PREPARER'S INFORMATION
The employee responsible for verifying admission sales must complete this form and **sign it in ink.**